

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 January 1958

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report #52, 25 - 31 December 1957

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1. Significant Items:

Nothing to report.

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2. Other Activities:

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A. Intelligence Orientation

1. Intelligence Orientation #17 is scheduled to begin on 6 January with a tentative enrollment of [] students.

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2. The Chief, Orientation Faculty has arranged with the Chief, Intelligence Faculty to permit [] to teach in the Writing Workshop course beginning 6 January. In return [] will teach in IO #17. [] has been briefing [] on the content of the IO seminars and [] is also planning to audit most of the course lectures.

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3. [] is planning a brief paper which will contain a precis of each NSCID (save the TS documents) and thus make available to IO students a resume of sources of subject matter as: allocation of responsibility, services of common concern and authorization of certain activities.

B. Film Previews

The faculty has reviewed two films. One, a two hour television film, "Report on Africa" is a survey of the chief countries in Africa and their immediate problems. This film will be shown in IO #17 in place of the Area Survey lecture on Africa because of the absence of our usual lecturer. The second film on [] was confused and not useable in its present form. With some editing, some parts of the film might be suitable for use in conjunction with the lecture on Resistance Activities

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C. Intelligence Process Film

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On 31 December [] met with the Chief, IS, and [] of the Film Branch, OTR, for a preliminary discussion on "The Intelligence Process" to be produced at the suggestion of the DD/I. [] is serving as an OTR consultant on the film.

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D. Inventory

The [] secretaries have nearly completed an inventory of the safes and their contents and have also checked the various types of official records and the amount of drawer space each type occupies. Present schedules for retirement of records is adequate; there is at present no need for additional safe space.

E. Housekeeping Items

New drapes are being hung in the R&S auditorium and new seat numbers have been painted on the student desks for the course beginning next week.

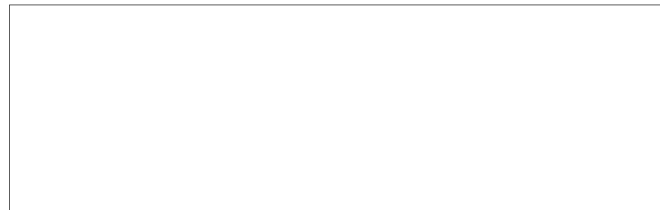
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3. Personnel Notes:

A. [] is enrolled in the Stay Behind course beginning 6 January 1958.

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B. All IO staff members have returned from holiday leave.

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